

RECYCLING PLAN (<http://www.austintexas.gov/recyclingplan>)

(October 15, 2013)

Property owners affected by the Universal Recycling Ordinance (URO) submit Recycling Plan forms to:

- [Meet annual reporting requirements \(by Feb. 1\)](#)
- Notify the City about changes in recycling services
- Request waivers for container placement or approval for substitute materials

Click below to download:

- [Preview of this Recycling Plan Form](#)
- [URO Fact Sheet for Property Owners](#)

NOTE: Please check all required (*) answers carefully because some browsers do not flag all incomplete or incorrect required answers.

For more information on recycling, educating your employees and tenants, or completing this form, please contact us at commercialrecycling@austintexas.gov.

Finding Your Property ID

The Property ID is a unique identifier for property address and owner. To retrieve your business' Property ID number, click on the link below, enter the property address, and find the 6-digit Property ID number. Williamson Central Appraisal District property IDs begin with the letter R.

- [Travis Central Appraisal District](#)
- [Williamson Central Appraisal District](#)

1. Property ID

ID Number: For help, see 'Finding Your Property ID' above.

OPTIONAL: The trash and recycling services submitted in this form also serve the properties with the following property IDs: ID Number:

Additional ID Numbers:

2. Purpose of Form

Why are you filling out this form? * ☐ Annual submission (due Feb. 1) ☐ Update or Revision

3. Property Information

Name of property *

Property Owner Name *

Number of Multifamily Dwelling Units, if Applicable

Address of property

Street number Street Prefix: ☐ N ☐ S ☐ E ☐ W

Street Name * ZIP Code * (Example: 78701)

4. Contact Information

Local Management Contact

Name * Will receive confirmation email.
Phone Number * (Example: 123-456-7890)
Email Address * (Example: name@example.com)

Owner Contact

Name * Will receive confirmation email.
Phone Number * (Example: 123-456-7890)
Email Address * (Example: name@example.com)

5. Exterior Collection Containers

Exterior Trash Containers

Number of Containers * (Enter numbers only)
Size of Containers (Cubic Yards) * 202 gallons = 1 cubic yard. Numeric values only.
Collections per week * (Enter numbers only)
Is this a compactor? * Yes/No
Additional exterior trash containers
Enter the number, size, type, and how often other containers are emptied (Example: one 8-cu yd dumpster emptied 2/week; one 30-cu yd compactor emptied 30/year)

Exterior Recycling Containers

Number of Containers * (Enter numbers only)
Size of Containers (Cubic Yards) * 202 gallons = 1 cubic yard. Numeric values only.
Collections per week * (Enter numbers only)
Is this a compactor? * Yes/No
Additional exterior recycling containers
Enter the number, size, type, and how often other containers are emptied (Example: ten 96-gallon carts emptied 1/week; one 30-cu yd compactor emptied 30/year)

6. Request waiver for Placement of Exterior Collection Containers

Is an exterior recycling container within 25 feet of each of your exterior trash containers? *
Yes / No

If you answered 'no' to the previous question, which of the following reasons apply?

- | | |
|--|---|
| <input type="checkbox"/> Site plan limitations | <input type="checkbox"/> Vehicle parking space |
| <input type="checkbox"/> Obstructions | <input type="checkbox"/> Impermeable cover restrictions |
| <input type="checkbox"/> Physical layout | <input type="checkbox"/> Vehicle access limitations |
| <input type="checkbox"/> Topography | |

Other, please describe:

7. Education

Did you or will you provide recycling information in the last year or the next year to employees or tenants? * Yes / No

Type of recycling information provided to tenants / employees (check all that apply):

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Flyer |
| <input type="checkbox"/> Email communication | <input type="checkbox"/> Website |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Training |

Other, please describe:

Is the material you provided to employees or tenants available in both English and Spanish? *
Yes / No

8. Request Approval for Substitute Materials

Do you need to substitute for any of the following required recycling materials?

(Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Plastics #1 and #2 |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Glass bottles and jars |
| <input type="checkbox"/> Aluminum Cans | |

If you checked any boxes in the previous question, what materials will you recycle instead of the required material?

Why are you requesting to substitute material? (Check all that apply)

- ☐ Alternate material increases landfill diversion rate
- ☐ Property doesn't generate sufficient quantities of a material to justify recycling it
- ☐ Substitute material will allow recycling of five or more materials
- ☐ Additional material will result in a diversion rate of more than 75 percent

Other, please describe:

9. E-Signature

I certify that this information is true & agree to hold responsibility for the validity of the data. * Yes / No

Your Name *

Your Number * (Example: 123-456-7890)

Your Email Address * (Example: name@example.com)

Please contact me about City-sponsored recycling, training or educational materials. Yes / No